

February, 2004

Habilitation Services Program (HSP) Transfer Progress Report

Governor's Office/Administration:

- DDS has learned that the emergency Habilitation regulations package is not subject to the Governor's freeze on new regulations (Executive Order S-2-03) and will be allowed to go forward.

Legislation:

- The Department continues to monitor the current legislative sessions (special and regular) addressing California's budget shortfall and any actions that will impact work services to persons with developmental disabilities. As of the date of this report, neither the Assembly nor the Senate has taken such action.

Rulemaking (Regulations):

- The habilitation services program regulations are in the review process at Health and Human Service Agency and Department of Finance. Once approved by Agency and DOF, the regulations will be filed with the Office of Administrative Law.
- Copies of the regulations will be mailed to stakeholder organizations and posted on our website once they have completed the OAL review process. As noted in previous reports, under the emergency rule-making process, after OAL approves the regulations a public comment period on the regulations will follow before the regulations become final. DDS staff has already begun preparing the Habilitation regulations Notice of Proposed Rulemaking package for this purpose.
- Because DDS staff relied on the proposed Habilitation regulations to write responses to questions from stakeholders on the Habilitation program, we plan to wait until we can officially post them before posting the FAQs and our responses on the DDS web site.

Training Curriculum:

- The March 4th train-the-trainer training scheduled at San Gabriel Pomona Regional Center was postponed in order for the DOR/DDS Habilitation transfer team to finalize all aspects of the training curriculum, after it was previewed with the several regional center representatives. The new training date for SG/PRC area training is April 20, 2004.

- As noted in our last report, the regional center training format will be “train-the trainer.” Attached for your review is a table that provides an overview of the training dates and the regional centers’ participant limits. Conference room capacity limitations, together with the projected attendance of Department of Rehabilitation District personnel, requires that we place limits on the number of individuals that can participate at each training site. Please note that we are encouraging participants who miss the scheduled training in their area to attend the training session in Sacramento on 4/7/04.
- The training curriculum material that will be presented will be posted on the DDS website prior to the first training date. DDS will provide a CD to each participating regional center containing all the curriculum documents. This material is in several formats, including, Word, Excel, Portable Document Format (PDF) and Power Point. For curriculum material that undergoes revisions during the course of the training schedule, DDS will have an updated version on the website prior to the next training date. **Regional centers may provide training material for their participants by downloading and reproducing this material from the DDS website, as needed.**
- To assist the DDS staff person assigned to scheduling and planning the training, we are asking regional centers to send the following information on each attendee to Mike Kulisek via his e-mail address, mkulisek@dds.ca.gov.
 - Name of attendee,
 - Position and/or working title,
 - Telephone number, and
 - E-mail address.
- DDS continues to request input from regional centers, vendors and other stakeholder organizations on questions they would like answered or covered in the training sessions related to the Habilitation transfer. As noted above, most of the questions refer to regulatory matters; therefore, we will not post answers until our regulation package is completed. Questions can be sent to DDS via fax (916-654-2192) or e-mail (WorkServices@dds.ca.gov).
- **Implementation Activities:**
 - In January 2004, DDS mailed to regional centers the names of the habilitation programs in their area. This list will be followed-up with a list that includes the habilitation vendors and their Federal ID numbers. In addition, the follow-up list will include the “rate” for each Work Activity Program. This list will be distributed by March 17, 2004. The rates for Supported Employment Programs will not be included since these rates are set in statute.
 - In November 2003 a list of each consumer in habilitation programs was disseminated to each regional center. The list contained incorrect information that has been corrected and will be distributed to regional center March 12, 2004.

- The Department of Rehabilitation mailed letters to each of their habilitation programs. The letter provided an April 1, 2004 deadline for informing DOR of the number of supported employment groups that will not be able to increase their group size from 3 to 4 consumers to one job coach.
- DDS continues to post all current and past Habilitation transfer progress reports on the DDS web site.
- DDS and DOR will convene their next monthly Habilitation Transfer Project meeting on Wednesday, March 10, 2004.
- A telephone conference call meeting with the ARCA Habilitation Services Transfer Project Sub-Committee was held on Wednesday, February 25, 2004. A list of ARCA representatives is attached for your use when providing input to the habilitation transfer process. The 2/25/04 meeting notes are attached.
- DDS continues to work with DDS Information Systems staff assigned to integrate Habilitation billing and monitoring requirements into CADDIS. **The delay in the CADDIS roll out means that regional centers should go ahead and begin assigning habilitation vendor numbers in UFS. These vendor numbers will be converted by CADDIS once it rolls out.**

ARCA Habilitation Transfer Sub-committee
Teleconference
February 25, 2004

CADDIS

The CADDIS rollout is delayed. Therefore, regional centers should now proceed with vendorizing habilitation programs, assigning vendor numbers in the Uniform Fiscal System (UFS). CADDIS will convert the vendor numbers that were given by regional centers prior to the rollout; to vendor identification numbers that will be used in CADDIS once the rollout occurs. Supported employment groups will be given unique identifying numbers by DDS. Initially, these group numbers will be used in a DDS-maintained database for the purpose of completing and sharing with the applicable regional centers an analysis of SEP group size. Supported Employment Group ID numbers will be converted into CADDIS.

Vendorization

Documents required from existing Habilitation Service Providers (HSP) in order to complete Vendorization's include a completed Vendor Application, Medi-Cal Provider Agreement Form; and HSP Provider Profile (DS 1970). A separate vendor number shall be assigned for each service code. Habilitation service codes: WAP=954; SEP Individual Placement=952; SEP Group Placement=950. A letter to regional centers specifying the use of these service codes was mailed by DDS, today. *Though I was hopeful that I could include in this letter instructions for regional centers to send a VSN with the assigned vendor number for each habilitation service provider to the DDS Rates section, I will need to include this information in our next habilitation transfer correspondence.* Next week, DDS will email to each regional center a list of Habilitation Service Providers (HSP) that includes the HSP's address, federal ID number and, if applicable, their Work Activity Program rate. Regional centers shall obtain from each HSP their tax name and tax number.

Rate Letters

Rate letters for Work Activity Programs will not need to be sent to the regional centers since the Department will be sending to each regional center a listing identifying each HSP's address, federal ID number and, for Work Activity Programs, the approved rate. This listing will be in lieu of a separate rate letter for each WAP.

Regulations

The anticipated timeline for posting the habilitation transfer emergency regulations to the DDS website is when the Office of Administrative Law receives this emergency regulation packet, around the first week of March. Since our teleconference, the regulations were forwarded onto the Department of Finance for review and approval. The next and final review is with the Office of Administrative Law.

Medi-caid Waiver Amendment

A technical amendment was submitted to the Department of Health Services for submission to CMS.

Department of Rehabilitation File Transfer

The Department of Developmental Services received Cost Statements, Federal ID #'s and WAP rates from the Department of Rehabilitation. Some CARF and DOR certification reports have been received. This information is being compiled by DDS and will be sent to regional centers. The deadline for DOR to send the remainder of materials to DDS is **April 22, 2004**.

Habilitation Contact at Regional Centers

The sub-committee suggested that each regional center is notified by DDS to receive the names of individuals that will be a primary contact for matters related to habilitation services (i.e. new group approvals, quality assurance issues). The contact information will be made

available to DOR staff as needed. This will be discussed at the upcoming Chief Counselors meeting.

Habilitation Forms

Please provide comment by 3/5/04 on the habilitation forms that were emailed on 2/24/04. The SEP Group billing form will be emailed for your input upon final DDS review. It's anticipated that this form will be emailed to the sub-committee, next week.

Training

Please advise me of your regional center's habilitation transfer service provider training. I can be contacted via email ymccuist@dds.ca.gov or telephone 916-654-1571. Early notification of your training schedule will enable staff to assist in the vendor training if requested.